



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **ADMINISTRATIVE PROGRAM ASSISTANT**
VACANCY NUMBER: **004-2010-APA**
SALARY: **\$38,000-\$45,000** – Entry level salary. Salary will be determined based on position-related experience, professional accomplishments, and relevant education.
POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)
DUTY LOCATION: Washington, DC
WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens
PROMOTION POTENTIAL: Yes
CLOSING DATE: **May 19, 2010**
CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION: The USCC was established by Congress to monitor, investigate, and report to Congress annually on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission is comprised of 12 Commissioners appointed by the leadership of Congress and is tasked with holding hearings, conducting research, and annually reporting to Congress its findings and recommendations for legislative and administrative actions.

JOB SUMMARY:

Under the supervision of the Associate Director or other senior USCC staff as directed by the Executive Director, performs the following duties and responsibilities:

- A) Researches, identifies, assembles, and e-mails daily news clips to Commissioners and staff. Researches and electronically compiles, prints and sends out the contents of the weekly news and information packets that are provided to all Commissioners and staff members.
- B) Manages, edits, and updates content for the USCC website including, but not limited to: Annual Report and hearing information, research reports, Commission and staff descriptions, and vacancy announcements. Maintains a liaison with the Government Printing Office to ensure timely and accurate postings, and manages all staff requests for website additions, changes and updates.
- C) Assists in responding to congressional inquiries for information, serving as a point of contact for Commission activities; drafts and coordinates the approval and release of press releases and Federal Register Notices, and distributes releases and other USCC public documents via appropriate media, including email, regular mail, and blast fax. This may also include the personal delivery of important documents to Members of Congress and Committees.
- D) Coordinates the preparations for public hearings and briefings including set up of hearing rooms; operation of witness timer; compiling and printing opening statements and testimony and other materials for the hearing press table; develops and assembles briefing books for distribution to Commissioners; and conducts research and prepares materials for Commissioners and USCC staff as directed.

- E) Assists with editing and finalizing hearing transcripts for release and posting to Web site.
- F) Assists in preparation of the USCC's Annual Report to Congress, including *inter alia* editing portions of the Report's contents; coordinates the printing schedule with the Government Printing Office; manages "working" versions of the Report; and ensures reproduction of copies of various drafts of the Report and transmission to Commissioners and USCC staff. Supervises the Annual Report editing sessions held in the Hall of the States Building
- G) Provides basic IT system operation instruction to new Commissioners and employees; handles internal IT staff requests, and uses the appropriate channels to bring in outside support for more advanced problems; creates USCC server and email passwords in accordance with USCC policy and procedures; works with email service provider to create and maintains e-mail user accounts; and, provides administrative and program support to IT contractors.

KEY Qualifications/Requirements:

- 1) Experience working in a small dynamic Congressional or Legislative Branch setting.
- 2) Knowledge of analytical techniques including the ability to gather, compile, and analyze information using a variety of research tools and methods, and reconcile and/or resolve problems that might arise.
- 3) Demonstrable ability to work effectively as a member of a team and/or independently, multi-task, and maintain an awareness of and adherence to varying priorities.
- 4) Demonstrable ability to present information clearly and concisely – orally and in writing – to include preparing reports.
- 5) U.S. Citizenship. – When applying include date of citizenship if naturalized.

Desirable Qualifications: [Not required, but may be considered in the selection process.]:

- a) Solid understanding of IT systems and strong computer software skills, especially in Microsoft Office applications such as Word, Excel, and Outlook; experience maintaining databases and distribution lists; knowledge of website design and management.
- b) Demonstrated research skills, including effective utilization of electronic and print information, especially sources regarding China, Taiwan, and the Asia-Pacific region.
- c) Knowledge of, or experience with, issues pertaining to U.S.-China relations, and/or China, Taiwan, and the Asia-Pacific region in general.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Your application package must include:

1) Cover letter, to include:

- I. Position Title
- II. Vacancy Number
- III. Brief Statement Outlining Your Interest in the USCC and this Position
- IV. Concise, Point-By-Point Responses to ALL **KEY Qualifications/Requirements** (1 through 5) and **Desirable Qualifications** (a through c) listed above

V. Your Salary Requirements and/or Salary History

2) Professional Resume

(chronological work history [starting with the most recent position held], education [including degrees and dates attained], etc.)

NOTE: All the information requested above must be received by midnight on the closing date or your application will not be considered.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

Applicants not selected for further consideration will be notified via email when the position is filled.

OTHER IMPORTANT INFORMATION:

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:
<http://www.uscc.gov/jobopportunities.php>